

# INITIAL INSPECTION REQUEST APARTMENTS

12 OR LESS UNITS PER BUILDING

NOTE: ALL BLANKS MUST BE COMPLETED OR REQUEST WILL BE  
RETURNED

FEE: 50.00 FEE MUST BE ACCOMPANIED BY REQUEST

TO: Office of the State Fire Marshal  
1207 Quarrier Street 2<sup>nd</sup> Floor  
Charleston, WV 25301  
Attn: Inspection Division  
Phone: 304-558-2191 ext. 214  
Fax: 304-558-2537

I am requesting a fire safety inspection for the facility listed below:

NAME OF FACILITY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS OF FACILITY: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COUNTY: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

SPECIAL INSTRUCTIONS OR DIRECTIONS: \_\_\_\_\_

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***THE INSPECTOR WILL CONTACT YOU TO SET UP AN  
INSPECTION.***